Automated Property Management System

Donation from the San Diego Police Foundation

Current Process

- The Property Room uses a paper-driven property and evidence management system that requires a considerable amount of manual labor and repetitive work effort.
- Officers handwrite information on property tags that are already typed into their incident reporting software.
- Old tags and back-up copies are stored in paper files indefinitely.
- No ability to generate reports or search for specific items without manually reviewing each tag.

Future Process

- Officers will type property data one time and copy it into the reporting software.
- The system will be automated with barcode capability and will be based on incident numbers and item numbers.
- The incident based approach will increase accountability for property stored in the Property Room.
- Linking items to incidents will permit one electronic property tag per incident and permit items from the same incident to be stored in different locations in the Property Room.

Efficiencies Gained with New System

- Enables Police divisions to access the system via the Internet, based on specific access rights.
- Drastically reduces handwritten documentation.
- Reduces time Property Room staff spends on processing incoming property and evidence.
- Streamlines case management by storing electronic documents associated with the evidence (photos, lab reports, driver's licenses, etc.)
- Produces chain of custody documentation for use in court.

Efficiencies Gained with New System

- Assigns and tracks disposition and destruction dates of individual items.
- Allows the ability to search and generate several custom reports.
- Allows paperless transactions by obtaining and storing electronic signatures.
- Automatically documents every transaction or change in the system to ensure higher level of accountability.

Donation from the San Diego Police Foundation

A donation from the San Diego Police Foundation of $126,000 will fund the following system-related items:

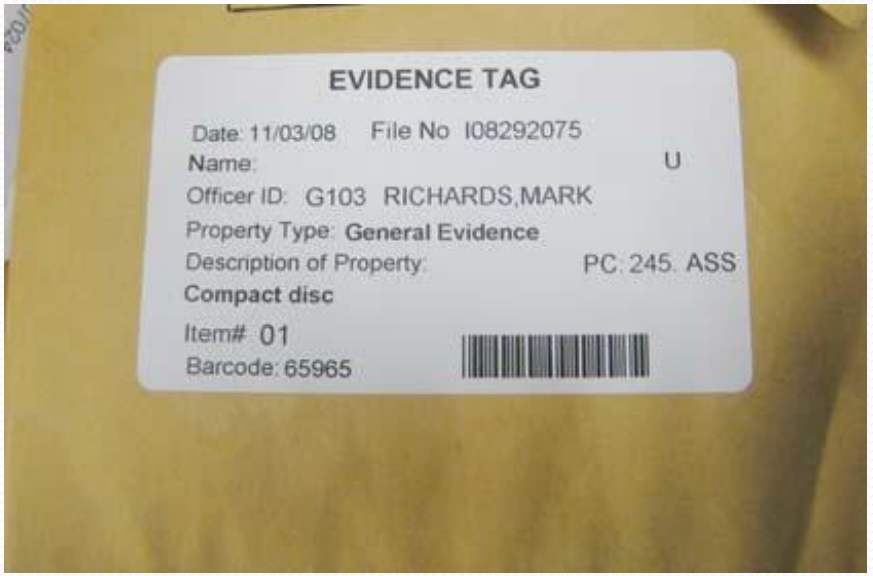
- Automated Property Management System Software
- System-related hardware (scanners, barcode printers, etc.)
- Training
- Annual maintenance and support
- New desktops, laptops, server necessary to support the new system

Requested Actions

- Accept a donation of $126,000 from the San Diego Police Foundation for the specific purpose of purchasing an automated property management system and the associated hardware.

- Appropriate donated funding of $126,000 to the Police Department's FY 2011 budget and authorize the expenditure of funds for the specific purpose of purchasing an automated property management system and the associated hardware.

TOPAZ


EVIDENCE TAG
Date: 11/03/08 File No I08292075
Name:
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Officer ID: G103 RICHARDS,MARK
Property Type: General Evidence
Description of Property:
PC. 245. ASS
Compact disc
Item# 01
Barcode: 65965

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QUALITY PARK
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